

STATE UNIVERSITIES CIVIL SERVICE SYSTEM
Original Entry and/or Promotional Examination for
POLICE SERGEANT EXAM REFERENCE LIST

INFORMATION TO APPLICANTS/EMPLOYEES
(Police Sergeant Examination)

Applicants and employees should review the reference list at least two (2) weeks prior to taking the Knowledge Test for Police Sergeant classification though additional review time of 30 days or longer may be beneficial for some applicants. Employers may have these materials available for applicants to review in the Human Resources Office or on reserve in the campus library.

It is suggested that in order to achieve a passing score for the Knowledge Test portion of the Police Sergeant examination, the chapters in the books on the reference list for the examination should be read and studied carefully. The examination questions have a link to information contained in the reference materials that are found on the Reading List.

Section I: Police Supervision/Management

Iannone, N. F., Iannone, M. P., and Bernstein, J. (2008). *Supervision of Police Personnel*. (7th Ed.) Prentice-Hall Inc.

Chapter	Chapter Title
1	The Supervisor's Role
2	The Supervisor's Function in Organization, Administration, & Management
3	Leadership, Supervision, and Command Presence
6	Interpersonal Communications
8	Some Psychological Aspects of Supervision
10	Employee Dissatisfaction and Grievances
11	Discipline: Principles, Policies, and Practices
12	Personnel Complaint Investigation Procedures and Techniques
13	Personnel Evaluation Systems
14	Performance Rating Standards and Methods
16	Tactical Deployment of Field Forces

Section 2: Police Administration

Swanson, C., Territo, L., and Taylor, R. (2007). *Police Administration: Structures, Processes, and Behavior*. (7th Ed.) Prentice-Hall Inc.

Chapter	Chapter Title
2	Policing Today
6	Organizational Design
7	Leadership
8	Planning and Decision Making
10	Human Resource Management
11	Labor Relations
13	Stress and Police Personnel
14	Legal Aspects of Police Administration

Section 3: Criminal Investigation

Adams, T., Caddell, A., and Krutsinger, J. (2003). *Crime Scene Investigation*. (2nd Ed.) Prentice-Hall Inc.

Chapter	Chapter Title
5	The Initial Response
6	The Crime Scene Search
7	Evidence Collection
8	Evidence by the Type of Crime
11	Documenting the Crime: Reports, Photographs, Videos, and Sketches
13	Going to Court

Section 4: Field Operations

Adams, T. (2007). *Police Field Operations*. (7th Ed.) Prentice-Hall Inc.

Chapter	Chapter Title
1	Introduction to Patrol Operations
2	Community Policing
5	Basic Patrol Procedures
6	Frequently Handled Assignments
7	Traffic Direction and Enforcement
9	Crimes in Progress
11	Interviews and Interrogations
12	Arrest, Search, Custody, and Use of Force
13	Reporting and Records

Section 5: Constitutional Law

Walker, J., and Hemmens, C. (2008). *Legal Guide for Police*.
(8th Ed.) Anderson Publishing.

Chapter	Chapter Title
1	Results of Failure to Comply with Constitutional Mandates
2	Police Power and Limitations
3	Police Authority to Detain
4	Law of Arrest
5	Search and Seizure with a Warrant
6	Search and Seizure without a Warrant
7	Questioning Suspects
8	Pretrial Identification Procedures